
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.personnel.ky.gov

August 3, 2012

ACCOUNTANT II—(Morgan County—Eastern KY Correctional Complex)—Grade 9—(\$1823.90 - \$2416.22) **MINIMUM REQUIREMENTS:** High school graduate. Must have three years of accounting, bookkeeping or fiscal clerical experience. Training in accounting, business administration, business education, office administration or a related field will substitute for the required experience on a year-for-year basis. Accounting, bookkeeping or fiscal clerical experience will substitute for the required education on a year-for-year basis.

ACCOUNTANT IV—(Fayette County—Blackburn Correctional Complex)—Grade 11—(\$2206.92 - \$2923.38) **MINIMUM REQUIREMENTS:** High school graduate. Must have four years of accounting, bookkeeping or fiscal clerical experience. Training in accounting, business administration, business education, office administration or a related field will substitute for the required experience on a year-for-year basis. Accounting, bookkeeping or fiscal clerical experience will substitute for the required education on a year-for-year basis.

ADMINISTRATIVE ASSISTANT—(Oldham County—Roederer Correctional Complex)—Grade 9—(\$1823.90 - \$2416.22) **MINIMUM REQUIREMENTS:** High school graduate. Must have three years of experience in business, administrative work, research, or clerical experience. College will substitute for the required experience on a year-for-year basis.

ADMINISTRATIVE SPECIALIST III—(Franklin County- Parole and Victim Services)—Grade 12—(\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have three years of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

ADMINISTRATIVE SPECIALIST III—(Lyon County- KY State Penitentiary)—Grade 12—(\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have three years of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

CLASSIFICATION & TREATMENT OFFICER I—(Oldham Co. —Roederer Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) **MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree.

CORRECTIONAL LIEUTENANT— (Boyle Co. —Northpoint Training Center)—Grade 11—(\$2354.04 - \$3118.28) **MINIMUM REQUIREMENTS:** High school graduate. Must have two years of experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement, or a related field will substitute for six months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for one year of the required non-supervisory experience. Must be 21 years of age.

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August 6, 2012

CORRECTIONAL LIEUTENANT— (Morgan Co. –Eastern KY Correctional Complex)— Grade 11—(\$2354.04 - \$3118.28) **MINIMUM REQUIREMENTS:** High school graduate. Must have two years of experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement, or a related field will substitute for six months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for one year of the required non-supervisory experience. Must be 21 years of age.

CORRECTIONAL LIEUTENANT— 2 Positions- (Shelby Co. –KY Correctional Institution for Women)—Grade 11—(\$2354.04 - \$3118.28) **MINIMUM REQUIREMENTS:** High school graduate. Must have two years of experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement, or a related field will substitute for six months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for one year of the required non-supervisory experience. Must be 21 years of age.

CORRECTIONAL SERGEANT—(Elliott Co. — Little Sandy Correctional Complex)—Grade 10—(\$2139.80 - \$2834.88) **MIN REQUIREMENTS:** High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21years of age.

CORRECTIONS UNIT ADMINISTRATOR I—(Fayette Co. —Blackburn Correction Complex)—Grade 13—(\$2670.20 - \$3554.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for 1 year of the required experience. Additional experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

CORRECTIONS RECREATION PROGRAM SUPERVISOR—(Morgan County – Eastern Ky Correctional Complex)—Grade 14—(\$2937.20 - \$3890.90) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have three years of experience in planned recreation, physical education or related activities. Experience in planned recreation, physical education or related activities will substitute for the required education on a year-for-year basis.

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CORRECTIONS UNIT ADMINISTRATOR II— 2 Positions-(Morgan Co. —Eastern KY Correctional Complex)—Grade 14—(\$2937.20 - \$3890.90) MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 3 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders, including 1 year of supervisory experience in a custodial setting. A master's degree in corrections, law enforcement, social work, sociology, counseling and guidance or related field will substitute for 1 year of the non-supervisory experience. Additional experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

DEPUTY WARDEN III—(Morgan Co.—Eastern KY Correctional Complex)—Grade 17—(\$3908.94 - \$5178.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have four years of administrative experience in corrections or law enforcement and two years of experience in the supervision of employees. A master's degree will substitute for one year of the correctional administrative or related experience. Additional administrative experience in corrections, law enforcement or a related field will substitute for the education on a year-for-year basis.

DEPUTY WARDEN III—(Elliott Co.—Little Sandy Correctional Complex)—Grade 17—(\$3908.94 - \$5178.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have four years of administrative experience in corrections or law enforcement and two years of experience in the supervision of employees. A master's degree will substitute for one year of the correctional administrative or related experience. Additional administrative experience in corrections, law enforcement or a related field will substitute for the education on a year-for-year basis.

ECONOMIST I-(Franklin County-Central Office/Admin Services) - GRADE: 14 \$2937.20 - \$3890.90 MINIMUM REQUIREMENTS: Graduate of a college or university with a master's degree in economics, statistics or finance.

H R SPECIALIST II—(Boyle Co.—Northpoint Training Center)—Grade 11—(\$2206.92 - \$2923.38) MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 1 year of professional experience in personnel programs, business administration, public administration, research, statistics or a related field. Additional professional experience in the above fields will substitute for the required education on a year-for-year basis.

MAINTENANCE BRANCH MANAGER—(Morgan Co.—Eastern State Correctional Complex)—Grade 15—(\$3230.84 - \$4280.10) MINIMUM REQUIREMENTS: High school graduate. Must have five years of building maintenance, grounds maintenance, general trades, skilled trades or mechanical maintenance experience. Formal training in industrial arts, horticulture, mechanical engineering or a related field will substitute for the experience on a year-for-year basis. Experience in one of the above or related fields will substitute for the education on a year-for-year basis.

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NURSE EXECUTIVE-(Oldham County-Central Office/ Division of Medical Services-Oldham County) GRADE: 18 (\$4300.08 - \$5696.60) MINIMUM REQUIREMENTS:

Graduate of a college or university with a bachelor's degree in Nursing. Must have five years of experience as a Registered Nurse two years of which must be as a supervisor of nursing in long term care setting. A master's degree in Nursing will substitute for one year of the non-supervisory experience. Experience as a Registered Nurse will substitute for the required education on a year-for-year basis. Must be licensed in Kentucky as a Registered Nurse or possess a valid work permit issued by the Kentucky Board of Nursing.

<http://www.lrc.state.ky.us/KRS/314-00/041.PDF>

<http://www.lrc.state.ky.us/KRS/314-00/101.PDF>

<http://www.kbn.ky.gov/>

OFFENDER INFORMATION SPECIALIST I— (Franklin County—Central Office/ Offender Information)—Grade 11—(\$2206.92 - \$2923.38) MIN. REQUIREMENTS:

Grad. of a college or university with a bachelor's degree. Admin., legal, paralegal, or offender records work experience will substitute for the required education on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II—(Boyle Co. —Northpoint Training Center)—Grade 8—(\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS:

High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II—(Franklin Co. —Central Office/ Offender Information)—Grade 8—(\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS:

High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

PLUMBER LICENSED SUPERVISOR—(Fayette County—Blackburn Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:

Must be licensed as a master plumber by the Department of Housing, Buildings and Construction.

PLUMBER LICENSED SUPERVISOR—(Lyon County—Western KY Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:

Must be licensed as a master plumber by the Department of Housing, Buildings and Construction.

PROBATION AND PAROLE INVESTIGATOR-(Barren County-Probation and Parole)

GRADE: 12 - \$2427.44 - \$3215.72 MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be twenty-one years of age.

PROBATION AND PAROLE OFFICER I-2 Positions-(Jefferson Co.-Probation & Parole) - GRADE: 12 - (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:

Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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PROBATION AND PAROLE OFFICER I-(Christian Co.-Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER I-(Daviness Co.-Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER I-(Hardin Co.-Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

SOCIAL SERVICE CLINICIAN I—(Henderson Co.—Mental Health Division) Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS: A master's degree in social work, sociology, psychology or a related field. Must have one year of professional social work experience. A bachelor's degree supplemented by 2 years of professional social work experience will substitute for the required master's degree.

SOCIAL SERVICE CLINICIAN I—(Oldham Co.—Mental Health Division—Roederer Correctional Complex) Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS: A master's degree in social work, sociology, psychology or a related field. Must have one year of professional social work experience. A bachelor's degree supplemented by 2 years of professional social work experience will substitute for the required master's degree.

SOCIAL SERVICE CLINICIAN I—(Oldham Co.—Mental Health Division—Luther Lucket Correctional Complex) Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS: A master's degree in social work, sociology, psychology or a related field. Must have one year of professional social work experience. A bachelor's degree supplemented by 2 years of professional social work experience will substitute for the required master's degree.

STORES WORKER III—(Lyon County County—Western KY Correctional Complex)—Grade 9—(\$1823.90 - \$2416.22) MINIMUM REQUIREMENTS: High School Graduate. Must have two years of stores experience. College courses in business administration, management or a related field will substitute for the required experience on a year-for-year basis. Additional stores experience will substitute for the required education on a year-for-year basis.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://www.personnel.ky.gov/employment/>. For questions regarding Applications, Counseling, Testing, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.